

Leave Without Pay Report

Overview

The Leave Without Pay (LWOP) Report displays data when a LWOP or Suspension Personnel Action Request (PAR) is processed with an effective date in the selected date range and is available without a corresponding timesheet entry. In the absence of a LWOP PAR, LWOP hours approved on the timesheet will be displayed on the report. When there is not an approved timesheet, scheduled hours are reported for LWOP hours in conjunction with a completed PAR. The Data Warehouse provides the data in this report, which is updated as of the previous day.

Access the Leave Without Pay report from the Reports tile in the Payroll Reports section of the People First System. The report returns both a PDF and Excel format when processed. The PDF format is presented in one tab and the Excel format is presented in a separate tab within the report.

Refer to the [Running Reports in People First](#) instructional guide for additional information on processing data warehouse reports.

Definitions

The report includes the following fields:

- Org Code – 24-digit HR Org Code for the employee's position record
- FLAIR Org Code – FLAIR org code for the employee's position
- FLAIR Account Code – FLAIR account code for the employee's position
- Interdept – Interdepartment number for the employee's position
- Last Name – Employee's last name
- First Name – Employee's first name
- MI – Employee's middle initial
- Appt ID – Employee's appointment ID
- Class Title – Class title for the employee's position
- LWOP Hours – Number of LWOP hours from the timesheet entries or scheduled hours when PAR is complete and there is no timesheet data for the specified period
- Timesheet Approval Date – Date timesheet was approved for the specified period
- Leave Code – The LWOP code from the timesheet entry. Valid hours types are:

58 – Authorized LWOP

Leave Without Pay Report

59 – Unauthorized LWOP
60 – Workers' Comp LWOP
70 – LWOP – Military Training
71 – LWOP – Enlisted
72 – LWOP – Non FL St Activation
82 – Active Military Leave with Pay Supplement
83 – Active Military LWOP Supplement

- Timesheet Leave Type Description – Description for the leave hours type entered on the timesheet. Valid values are:

Authorized LWOP
Unauthorized LWOP
Workers' Comp LWOP
Active Military Leave with Pay Supplement
Active Military LWOP Supplement

- PAR Effective Date – Effective date for the PAR transaction
- PAR Reason – Reason code description for the PAR transaction

Filters

The report uses the following filters:

- Agency Code – Required filter; defaults to your agency's OLO code.
- Org Code (From-To) – Optional filter. To process the report for one org code, enter the org code in the "From" and the same org code in the "To" org code fields. To process the report for a range of org codes, enter an org code in both the "From" and "To" Org Code fields. Click the Refresh Values button to see all available org code selections.
- FLAIR Org Code (From-To) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the "From" and the same FLAIR org code in the "To" FLAIR org code fields. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the "From" and "To" FLAIR Org Code fields. Click the Refresh Values button to see all available FLAIR org code selections.
- Appt ID – Optional filter; defaults to all employees in the filter criteria (OLO, Org Code, etc.). To process the report for one employee, enter the appointment ID.
- Period Begin Date – Required filter; enter a valid pay period begin date. If you fail to enter a valid pay period start date, the report will not return data. An entry in the field should reflect earliest timesheet entry date.
- Period End Date – Required filter; enter a valid pay period end date. If you fail to enter a valid pay period end date, the report will not return data. An entry in the field should reflect last timesheet entry date.

Sort Hierarchy

The report uses the following sort sequence:

- Org code
- FLAIR Org code

Leave Without Pay Report

- Last name
- First name
- MI
- Timesheet/PAR approval date

Totals

The report provides the following totals:

- The total number of employees and the sum of hours for following LWOP reason codes:
 - LWOP – Authorized
 - LWOP – Unauthorized
 - LWOP – Workers' Comp
 - LWOP – Active military without pay supplement
 - LWOP – Active military with pay supplement

Special Notes

The following special notes apply to the report:

- The report is not valid for State Courts System or Justice Administrative Commission.

Authorization

Users with a security role code of A, B, C, D, F, G, H, I, K, M, N, S, T, U, X and Y will be able to process the report.

Process Steps

Step 1: Select Manager landing page > Reports > Payroll Reports

Step 2: Select the Leave Without Pay Report

Step 3: Select/enter the filter values

Step 4: Select OK to run the report – the OK button will not be enabled until all required prompts are completed.

To view the report as a PDF, click the Export button and select the PDF report. To view the report in Excel, click the Export button and select the Excel report. Select the file type and click OK. A pop-up box will appear in the lower left corner (Chrome) or bottom of the screen (IE). PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

Leave Without Pay Report

Selection Criteria Sample

Below is a sample of the Report Selection Criteria screen and the available filters:

Search

01. AGENCY CODE: Please select at least one value

02. ORG CODE (FROM): (1) All

03. ORG CODE (TO): (1) All

04. FLAIR ORG CODE (FROM): (1) All

05. FLAIR ORG CODE (TO): (1) All

06. APPT ID: (1) All

07. PERIOD BEGIN DATE: Please select at least one value

08. PERIOD END DATE: Please select at least one value

Search

AGENCY CODE

AGENCY NAME

5500 DEPARTMENT OF TRANSPORTATION

OK Cancel

Report Sample

For best results, print this report as landscape, letter size. Below is a sample of an Adobe Acrobat (PDF) Report.

LEAVE WITHOUT PAY REPORT

DEPARTMENT OF TRANSPORTATION

RUN DATE: 01/19/2023

PAGE: 1

ORG CODE	FLAIR ORG CODE	FLAIR ACCOUNT CODE	INTERDEPT	LAST NAME	FIRST NAME	MI	APPT ID	CLASS TITLE	LWOP HOURS	TIME SHEET APPROVAL DATE	LEAVE CODE	TIME SHEET LEAVE TYPE DESCRIPTION	PAR EFFECTIVE DATE	PAR REASON
55000107320000000000000000000000	55101100205	551025400015515050000001000000	0220503002					ATTORNEY SUPERVISOR	80.00				07/01/2022	MILITARY LEAVE WITH PAY SUP
55023080911000000000000000000000	55024040291	551025400015515020000001000000	0229130200					HEAVY EQUIPMENT OPERATOR	80.00				07/01/2022	WORKERS' COMPENSATION LEAVE
55023080911000000000000000000000	55024040291	551025400015515020000001000000	0229110200					HIGHWAY MAINTENANCE SUPERVISOR II - SES	80.00				04/15/2022	WORKERS' COMPENSATION LEAVE
55023080911000000000000000000000	55024040291	551025400015515020000001000000	0229110200					HEAVY EQUIPMENT OPERATOR	80.00				12/08/2021	WORKERS' COMPENSATION LEAVE
55023080913000000000000000000000	55024040291	551025400015515020000001000000	0229130200					HIGHWAY MAINTENANCE TECHNICIAN II	80.00				04/28/2022	WORKERS' COMPENSATION LEAVE
55023080913000000000000000000000	55024040293	551025400015515020000001000000	0229310200					HEAVY EQUIPMENT OPERATOR	80.00				08/14/2022	WORKERS' COMPENSATION LEAVE
55023080913000000000000000000000	55024040295	551025400015515020000001000000	0229600200					PROFESSIONAL ENGINEER ADMINISTRATOR -SES	80.00				11/14/2021	MILITARY LEAVE WITHOUT PAY SUP
55033080911000000000000000000000	55034040390	551025400015515020000001000000	0336010300					SENIOR HEAVY EQUIPMENT OPERATOR	80.00				10/01/2020	WORKERS' COMPENSATION LEAVE
55033080913000000000000000000000	55034040392	551025400015515020000001000000	0336200300					ENGINEERING TECHNICIAN III	80.00				10/01/2020	AUTHORIZED LEAVE

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